



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023  
Department: Administrative Services  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing:

#### PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Bizzell

#### ITEM TO BE CONSIDERED

**Subject:** Classification and pay amendments

**Attachments:**

Pay schedule

**Summary:**

During the town-wide reorganization, the public works supervisor classification was removed from the Public Works Division. Since then, it has been determined that this position is needed to help the division's operations run efficiently. This position would help provide relief to the public works manager so he can focus more on higher level tasks. No additional full-time positions are being requested. Crew Leader/Equipment Operator III Brian Tatum has been performing many of the supervisor duties over the last several months; therefore, his position would be reclassified to public works supervisor, if approved. The crew leader/equipment operator III classification is in Grade 7 with a salary range of \$45,838 - \$73,341. The reclassification to public works supervisor would place the position in Grade 9 with a salary range of \$50,536 - \$80,858.

Communications Specialist Cheryl Sadgrove has taken on additional duties that expand beyond the scope of the current communications specialist job classification. Sadgrove now leads the Government 101 program and will be coordinating community engagement meetings. It's proposed that this position be reclassified to senior communications specialist. The communications specialist classification is in Grade 10 with a salary range of \$53,063 - \$84,901. The reclassification to senior communications specialist would place the position in Grade 12 with a salary range of \$58,502 - \$93,604.

**Financial impacts:**

No significant financial impacts.

5% salary increase for Brian Tatum to be placed in the public works supervisor classification with an effective date of Oct. 10, 2022.

5% salary increase for Cheryl Sadgrove to be placed in the senior communications specialist classification with an effective date of Oct. 24, 2022.

**Staff recommendation and comments:**

Approve the proposed pay schedule with the public works supervisor and senior communications specialist classifications.

**Action requested:**

Approve the proposed pay schedule with the public works supervisor and senior communications specialist classifications.